South Dakota Assessment Portal

TESTBUILDER DISTRICT LEVEL AND ABOVE USER MANUAL

CONTENTS

1. GENERAL

1.1. BROWSER REQUIREMENTS

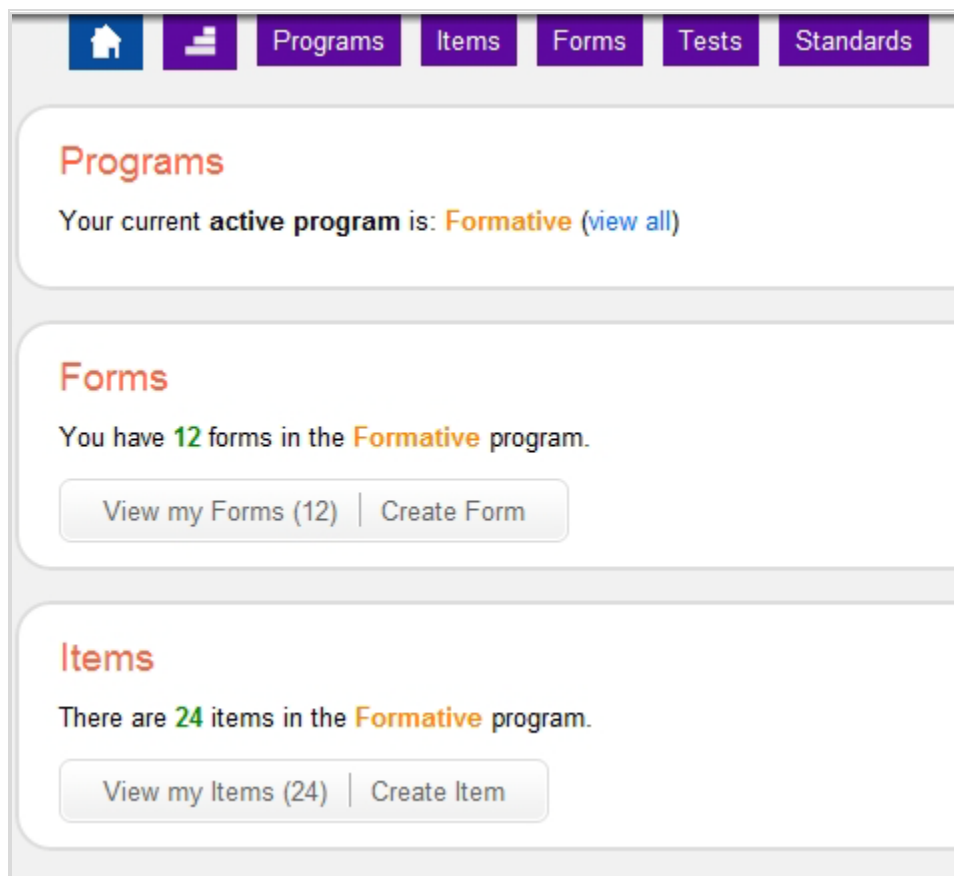- Internet Explorer® 6.0+

- Firefox® 2.0+

- Safari® 1.2+

1.2. TECHNICAL SUPPORT

If you have any questions, please contact eMetric at 877-829-7769.

2. HOME PAGE

2.1. GETTING STARTED

Upon logging in to TestBuilder, the user will see a Home Page similar to the following:

The Home Page is an overview of the user's Programs, Forms, and Items. The active program can be changed by utilizing the drop down box in the top right corner called "Active Program."

The ⌂ will return the user to the main assessment portal. The ◢ will return the user the Home Page at any time.

3. PROGRAMS

3.1. GETTING STARTED

The Programs tab allows the user to view summaries of existing programs. Note that some users will not have access to the EOC program. District users and above will have access, while school level users, ESA, ESATC, and below do not.

4. ITEMS

4.1. GETTING STARTED

The Items tab provides the user with a list of all existing items.

A. CREATING AN ITEM

To create a new item, follow these steps:

1. Click the "Create Item" button at the top of the page.

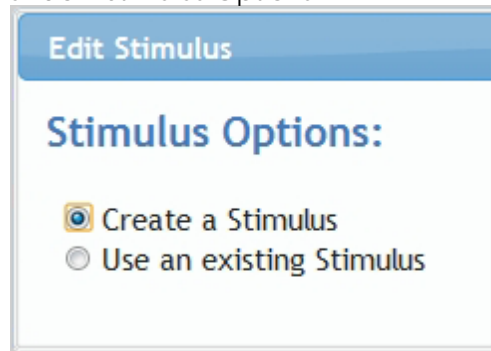2. Click the outlined box below "Stimulus" to add a stimulus for the item. A stimulus allows you to create an item that uses a similar prompt for several items or to add additional information to one item.
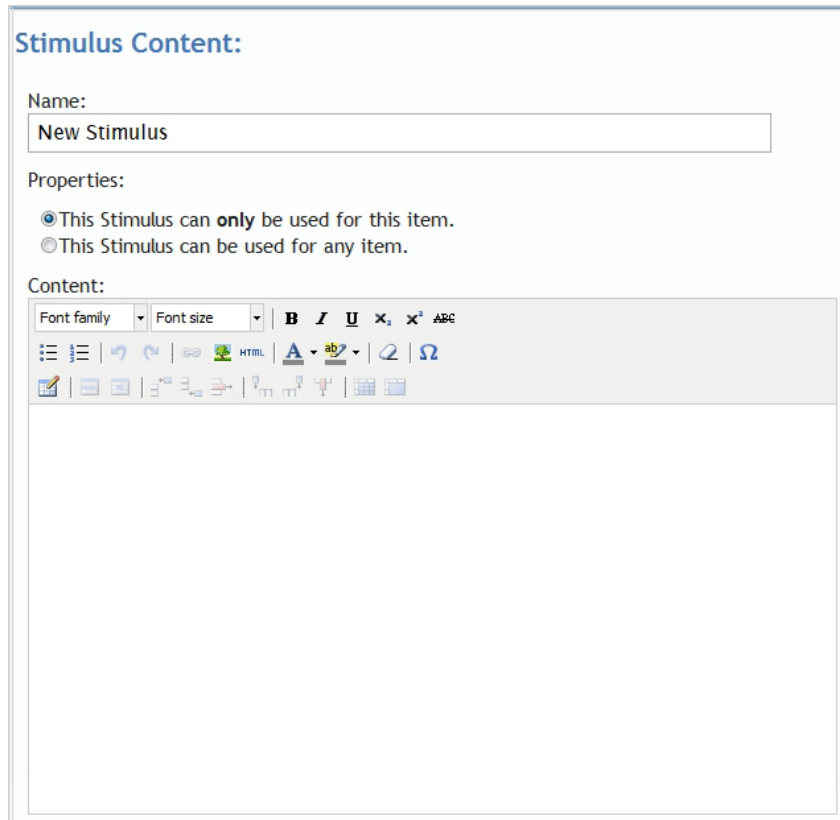
3. Users can select whether they want to "Create a Stimulus" or "Use an existing Stimulus" by utilizing the radio buttons under "Stimulus Options."

4. If the user opts to create a stimulus, they will fill out the corresponding "Name" and "Content" boxes to the right of the page. Users will also decide whether the stimulus can only be used for this item or if the stimulus can be used for any item by utilizing the "Properties" radio buttons. Click "Save."

5.

If the user opts to use an existing stimulus, they will be provided with a list to choose from. Users can click on a stimulus from the list and they will be redirected to a page in which they can edit the existing stimulus to fit their criteria. When satisfied with the stimulus, click "Save."

Stimulus Content:
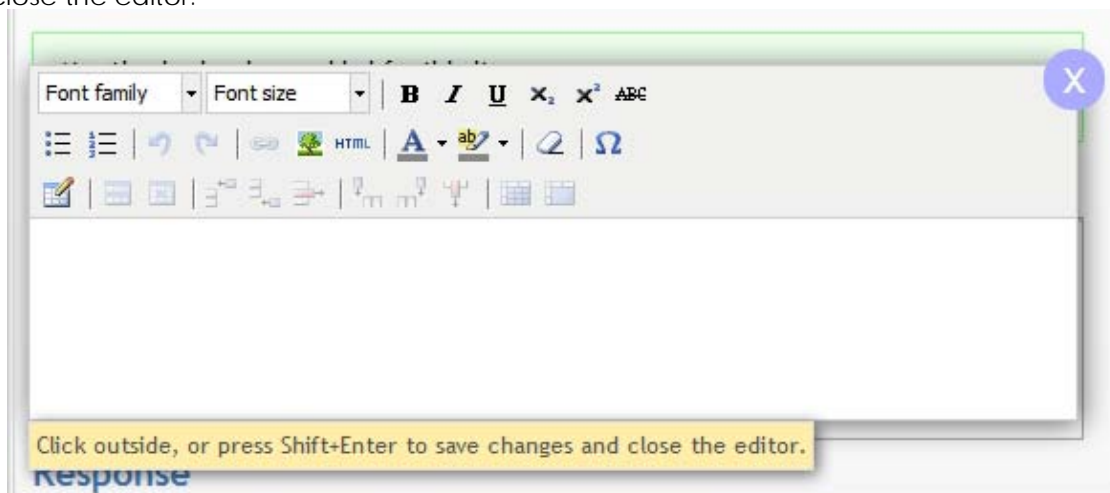
Choose an existing Stimulus:

Page 1 of 2275   Next

14164796

> . . . Juvenile sentencing that is too harsh will mess youth up physically and emotionally, especially if youth are punished by being put into prisons with grown men and women. The government is kicking kids out of society instead of helping them change their behavior and giving them a second chance. . . . The money spent on sending juveniles to prison and building more prisons should be used to start up programs that involve kids talking about issues that concern them, building

14164797

> . . . Juvenile sentencing that is too harsh will mess youth up physically and emotionally, especially if youth are punished by being put into prisons with grown men and women. The government is kicking kids out of society instead of helping them change their behavior and giving them a second chance. . . . The money spent on sending juveniles to prison and building more prisons should be used to start up programs that involve kids talking about issues that concern them, building

6. Click the box below "Stem" and type the stem into the text box. Users may change the font, size, and properties of the text. Click outside of the box or press Shift+Enter to save the changes and close the editor.

Font family ▼ Font size ▼ | **B** *I* U X₂ x² ABC

Click outside, or press Shift+Enter to save changes and close the editor.

Response

7.

Add answer choices by clicking the "Add Answer Choice" button below "Response." Specify if each answer choice is the right or wrong answer by clicking the red or green text at the top of the box.

8. Name the item and enter a brief description.

9. Select a Standard by clicking the "Add a Standard" button.

10.
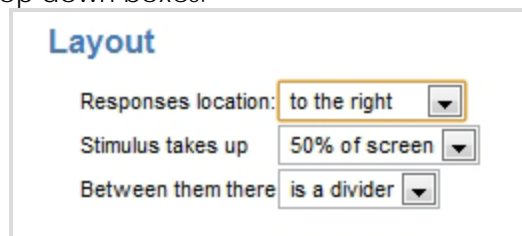
Select Tools to be available on the test.
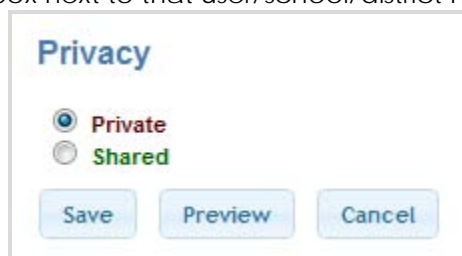
11. Customize the item layout by utilizing the "Responses location," "Stimulus takes up," and "Between them there" drop down boxes.

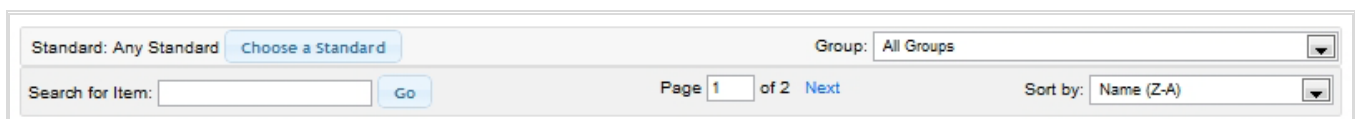12. Set the item as "Private" or "Shared." "Private" items are viewable only by the creator, "Shared" items are viewable by everyone. Click "Save," "Preview," or "Cancel." If the user sets the item to "Shared," a check list will pop up. The user specifies who should have access to the item by selecting the empty checkbox next to that user/school/district name.

4.2. ADVANCED FEATURES

- Search for an item in the Items tab by typing the item name or ID into the "Search for Item" text box. Click "Go."

- Jump to a specific page by typing the desired page number in the "Page" text box and hitting the Enter key on the keyboard.

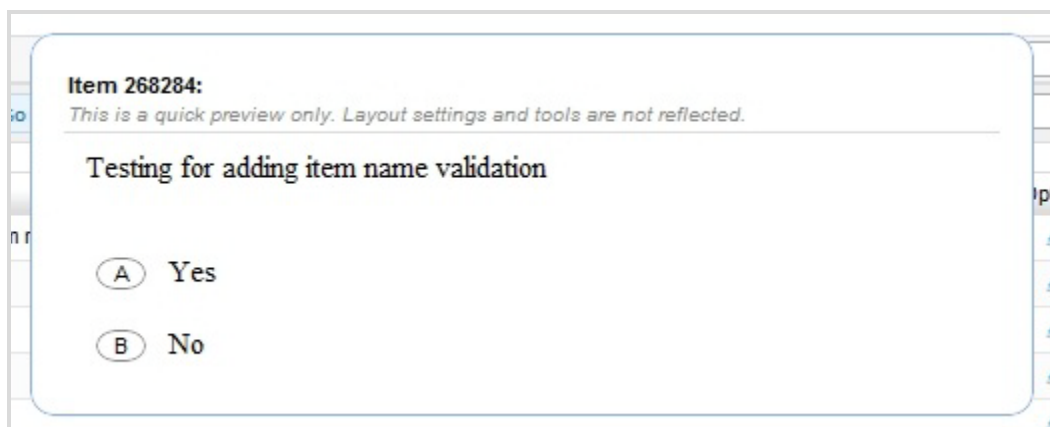- Change the standard by clicking the "Choose a Standard" button.

- Specify a group of items by utilizing the "Groups" drop down box.
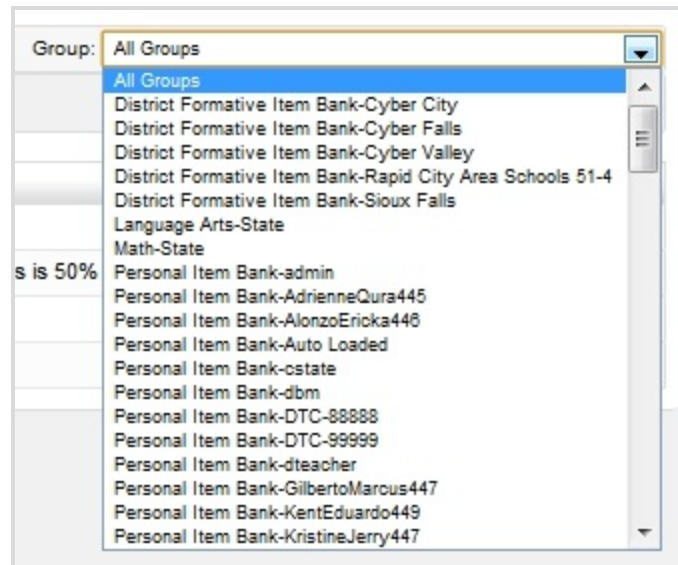
- Sort the items by utilizing the "Sort by" drop down box.
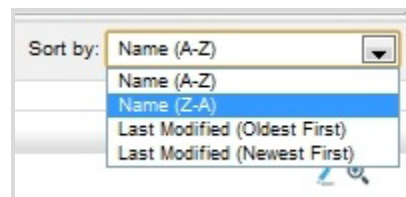
- Preview an item by hovering the mouse over the 🔍 icon in the "Options" column. A Preview box will pop up similar to the following:

- Edit an item by clicking the ✎ icon in the "Options" column.

Editing Items > Edit Item

Stimulus

No stimulus has been added for this item.
Click here to add one.

Stem

Testing for adding item name validation

Response   Type: Multiple Choice ▾

Answer Choice: ✅ This response is a correct answer. Delete

Yes

Answer Choice: ⛔ This response is not a correct answer. Delete

No

Add Answer Choice

Name & Description

Name: [   ]
Description: [   ]

Standard Add a Standard

✕ S.K.L.1.1.

Tools

☐ Protractor

☐ Ruler

☐ Calculator

Layout

Responses location: to the right ▾
Stimulus takes up 50% of screen ▾
Between them there is a divider ▾

Privacy

◉ Private
◯ Shared

Save   Preview   Cancel

5. FORMS

5.1. GETTING STARTED

Users must create a form before they can be added to a test. A form is a collection of items grouped into "Sessions" and "Sections." The Forms tab allows users to create, edit, or delete forms.

Name	Description	Length	Security	Options
CC Form		1	Private	
Testing form creation 8.29	Can I add form directions and a formula sheet?	1	Private	
math_form		3	Private	
SS Form1		4	Private	

A. CREATING A FORM

To create a new form, click the "Create Form" button in the "Forms" box and follow these steps:

1. Name the form by typing the form name into the "Name" text box.

2. Provide a description of the form in the "Description" text box.

3. Select the standards by utilizing the "Standards" drop down box.

4. Select the content area by utilizing the drop down box next to "Content Area."
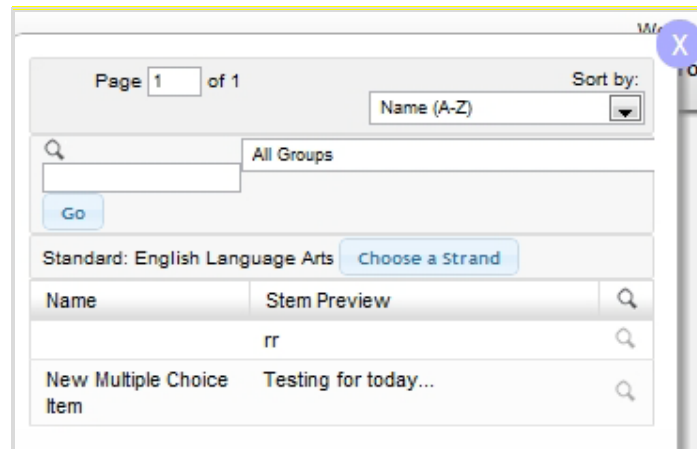
5. Add the appropriate number of sessions by clicking the ⟨+ Session⟩ button to the right of "Items in this Form."

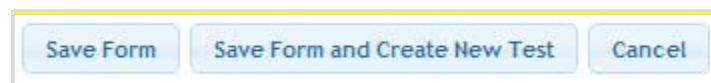6. Add sections to a session by clicking the ⟨+ Section⟩ button below the session name.

7. Rename or delete a session by utilizing the ✎ and ✕ buttons.

8. Add items to each section by clicking the ⟨+ Items⟩ button in the "Session Directions" box.

9. Clicking the + Items button will pull up an item menu. Select the appropriate items. (*Note: Once the user clicks on an item, it will automatically be added to the section.*)
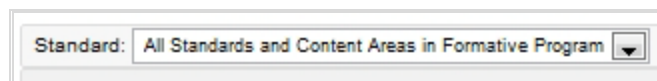

10. Use the search tools at the top of the item menu to jump to another page, sort by, or search for items. Once the user is finished adding items, click the "X" in the top right corner of the items menu to return to the "Create Form" page.

11. Rename or delete a session by utilizing the ✎ and ✕ buttons.

12. Click "Save Form," "Save Form and Create New Test," or "Cancel."
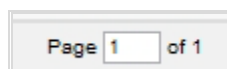

5.2. ADVANCED FEATURES

- Users can select to edit, preview, or create a test from an existing form by clicking the buttons in the corresponding "Options" column of the "Forms" box.

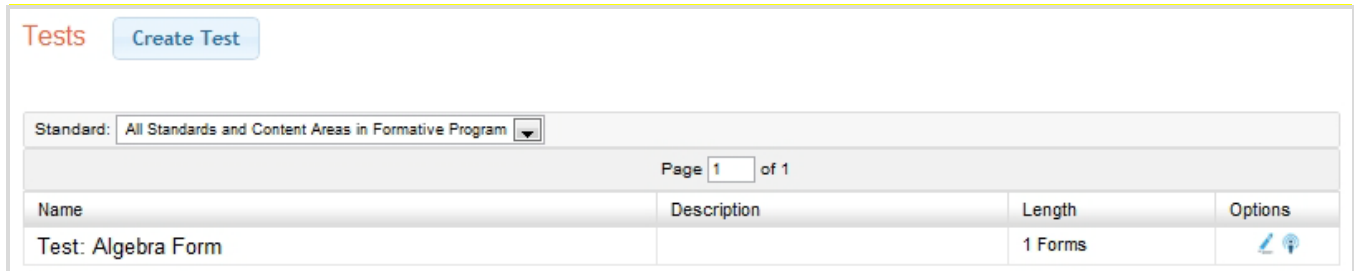- Select the appropriate standards from the "Standard" drop down box.

- Jump to another page utilizing the "Page" text box.

6. TESTS

6.1. GETTING STARTED

A test is a collection of previously created forms. The Tests tab allows the user to create, edit or publish a test.
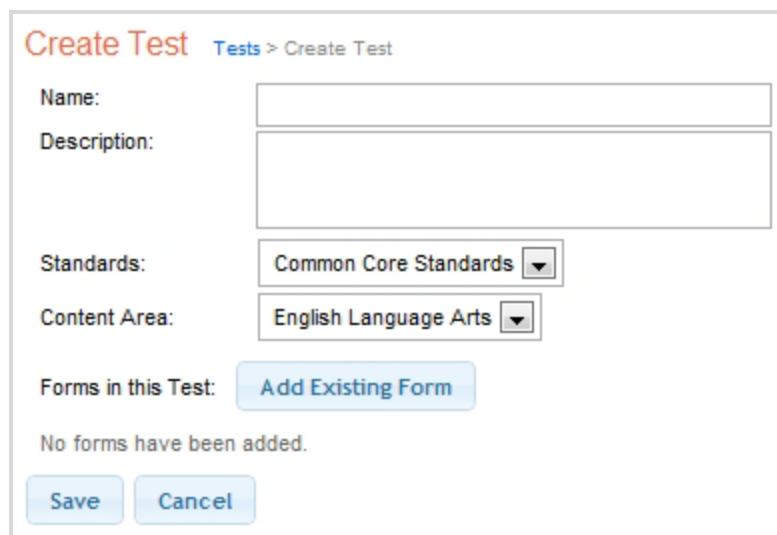

A. CREATING A TEST

Users can select to edit ✎ or publish 🔦 an existing test by clicking the corresponding buttons in the "Options" column of the "Tests" box.

To create a new test, click the "Create Test" button in the "Tests" box and follow these steps:
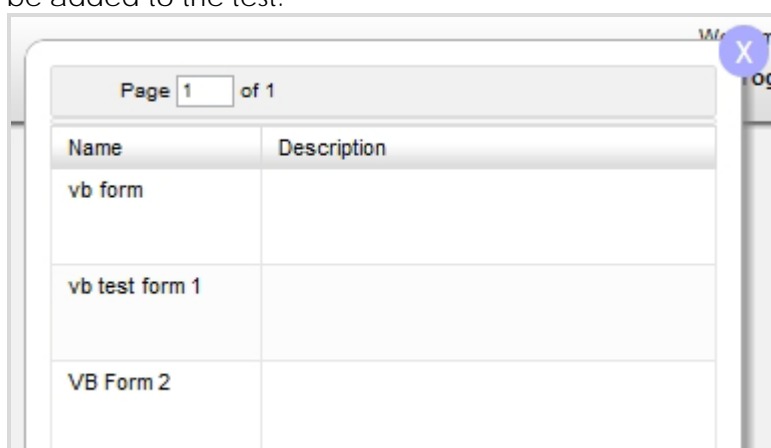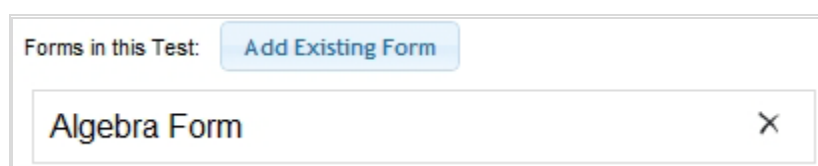

1. Name the test by typing the test name into the "Name" text box.

2. Provide a description of the test in the "Description" text box.

3. Specify the appropriate "Standards" and "Content Area" by utilizing the drop down boxes.

4. Add forms to the test by clicking the blue "Add Existing Form" button.

5. Select a form from the list of existing forms by clicking on it. Forms that are clicked on will automatically be added to the test.

6. To delete an added form, click the ✕ button.

7. Click "Save" to save the test or "Cancel" to delete the test and any changes made.

7. STANDARDS

The Standards tab allows the user to see the strand type, whether the standard is alignable, and a description of each standard. Standards include Common Core, South Dakota Content Standards, and End-of-Course standards. To view the strand type, alignability, and description for a standard, the user simply clicks on the plus (+) or minus (-) signs on the Standards menu to collapse or expand a subject area.
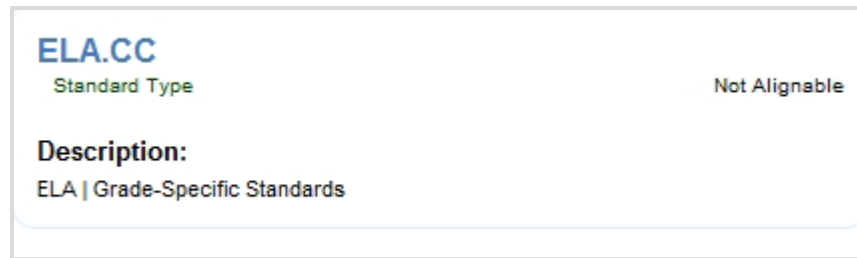
Clicking on a standard will provide the user with a standard overview similar to the following:

ELA.CC
Standard Type   Not Alignable

Description:
ELA | Grade-Specific Standards

8. DEFINITION OF TERMS

- **Test**: A test is a collection of previously created forms. You must create a form before you can add them to a test.

- **Form:** A form is a collection of items grouped into Sessions and Sections.